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SECURITY INFORMATION

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 8 May 52

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FROM : [REDACTED]

SUBJECT: Weekly Report: 1 May - 8 May 52

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1. A considerable amount of time has been devoted this week to the planning of the clerical testing and evaluation program for employees in the provisional pool. A number of conferences were held with [REDACTED] on this topic and on 7 May the following persons met to discuss and make suggestions concerning the procedures: [REDACTED]

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a. At this conference it was agreed the average typing speed, assuming good accuracy, should be 40 words per minute, and that the average shorthand speed, assuming good accuracy, should be 80 words per minute. Questions raised at this conference concerning policy, as well as procedures, will be submitted for approval to the Offices of Training and Personnel during the coming week.

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[REDACTED] interviewed Mr. [REDACTED] at the Georgetown Institute concerning their latest evaluation procedures. The questions asked by them had been prepared before hand, since they involved information required by the Testing & Evaluation Division.

a. At the time of this interview, Mr. [REDACTED] suggested that special intensive long-range courses be conducted for those very superior students who have graduated from the Russian programs. As the result of the Training Staff meeting on 8 May, we are preparing a list of the most brilliant graduates of the Georgetown Institute Russian Language courses, which will be submitted during the next week.

3. During the last week, 11 students from the PT-III class were interviewed in terms of their placement for different types of Agency jobs. Rough reports, summarizing the results of these interviews, are being made available to the instructors and to [REDACTED]

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[REDACTED] are assisting in the counseling and guidance of the students in the UTG/A group. During the past week they have prepared the materials which will be used in a validation study of the Work Conditions Survey, Scale of Attitudes, and the Guilford-Zimmerman Temperament Survey Questionnaire for students in PT-III on 10 May 52. Among other things, the students in PT-III will be asked to rank each other in terms of DCI potential. [REDACTED]

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JOB NO. [REDACTED] BOM NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 11/ NO CHANGE
IN CLASS/DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 10 REV DATE 10/10 REVIEWER C/2 TYPE DOC. 02
NO. PGS 2 CREATION DATE [REDACTED] ORG COMP 11 OPL 11 ORG CLASS C
REV CLASS C REV COORD. AUTH: HR 70-3

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with the assistance of [REDACTED] has calculated norms for the Reading Lab in terms of improvement during the course on Reading Speed and Reading Comprehension. As the result of this study, it is now possible to compare accurately the progress of the student with the progress of others who have taken this training.

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